

EXHIBIT V-E

SECTION 3 REPORTING FORM FOR APRIL 1, THROUGH MARCH 31,

Recipient Name and Address:

Contact Person: _____

Telephone number: _____ Project #: _____

Total Project Cost (Include grant funds and all other funding sources): _____

Source of Grant Funds (Check whichever is applicable and include \$ amount per funding source:

CDBG _____ HOME _____

\$ _____ \$ _____

Part I: Employment and Training (Include New Hires in columns C and D)

A Total New Hires by Job Category	B % of Aggregate New Hires that are Section 3 Residents	C % of total staff hours for Section 3 Employees and Trainees	D Number of Section 3 Employees and Trainees	Ethnic Codes				
				1	2	3	4	5
Professionals								
Technicians								
Office/Clerical								
Construction by Trade (List)								
Trade:								
Trade:								
Trade:								
Trade:								
Trade:								
Other (List):								
Total:								

Racial/Ethnic Codes:

1=White American 2=Black American 3=Native American 4=Hispanic American 5=Asian Pacific American 6=Hasidic Jews (For Part II only)

Part II: CONTRACT OPPORTUNITIES

FOR CONSTRUCTION CONTRACTS

- A. **Total** dollar amount of all contracts awarded on the project. \$ _____
- B. **Total** dollar amount of contracts connected with this project that were awarded to Section 3 businesses. \$ _____
- C. **Percentage** of total dollar amount of contract awarded to Section 3 businesses. _____ %
- D. Number of Section 3 business receiving a contract. _____
Ethnic Code of each business (See page one for codes):
 1 2 3 4 5 6
- E. Enter under each racial/ethnic code (1-6) the number of employees and trainees recorded in Item D.
 1 2 3 4 5 6

FOR NON-CONSTRUCTION CONTRACTS

- A. **Total** dollar amount of all contracts awarded on the project/program . \$ _____
(Include prime contracts and all subcontracts)
- B. **Total** dollar amount of contracts connected with this project that were awarded to Section 3 businesses. \$ _____
- C. **Percentage** of total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses. _____ %
- D. Number of Section 3 businesses receiving awards. Indicate the appropriate racial/ethnic code(s). _____
 1 2 3 4 5 6
- E. Enter under each racial/ethnic code (1-6) the number of employees and trainees recorded in Item D.
 1 2 3 4 5 6

Part III: SUMMARY OF EFFORTS (Describe efforts taken to provide jobs and other economic opportunities to Section 3 residents and business concerns on Section 3 covered projects and activities. Include any impediments which you have encountered. (Check all that apply.)

- ___ Attempted to recruit low-income residents through local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area or nonmetropolitan county in which the Section 3 covered project/program is located.
- ___ Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- ___ Participated in a HUD program or other program which promotes the award of contracts to business concerns which met the definition of Section 3 business concerns.
- ___ Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- ___ Other: describe below.

DEFINITIONS TO BE USED IN COMPLETING SECTION 3 FORM

This form is to be used to report annual accomplishments regarding employment, training and contracting opportunities provided to low and very low income persons under Section 3 of the Housing and Urban Development Act of 1958.

DEFINITIONS

- SECTION 3 POLICY** To ensure that the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low and very low income persons, particularly those who are recipients of governments assistance for housing.
- SECTION 3 RESIDENT** A public housing resident or an individual who resides in the metropolitan area or non-metropolitan county in which assistance is expended and whose income does not exceed 80% (low income) of the median for the area with adjustments.
- NEW HIRE** A full-time employee for a new permanent, temporary or seasonal position that is generated from the expenditure of Section 3 covered assistance.
- SECTION 3 COVERED CONTRACT** At the grantee level, a contract or subcontract in excess of \$100,000 (construction or professional services) for work paid for by grant or other funds on a Section 3 covered project.
- SECTION 3 COVERED PROJECT** A project containing the activities of construction, reconstruction, conversion or rehabilitation of housing, or other public construction which includes buildings or improvements assisted with housing or community development assistance in which the total project costs exceed \$200,000 (may include projects with professional services contracts.)
- SECTION 3 BUSINESS CONCERN** A business that provides economic opportunities to low and very low income persons through business ownership, employment, training or subcontracting. Specifically, a business:
- (1) with 51% or more ownership by Section 3 residents; OR,
 - (2) in which at least 30% of permanent, full-time employees are section 3 residents; OR,
 - (3) which commits to subcontract more than 25% of the dollar award of all subcontracts to businesses that meet the qualifications of (1) and (2).